



CITY OF FORT LAUDERDALE

**APPROVED**  
**Meeting Minutes**  
**City of Fort Lauderdale**  
**Community Services Board**  
**January 11, 2021 – 4:00 P.M.**  
**Virtual Meeting via Zoom**

**October 2020-September 2021**

<b>MEMBERS</b>		<b>PRESENT</b>	<b>ABSENT</b>
April Kirk, Chair	P	3	0
Marisol Simon, Vice Chair	P	2	1
Pamela Aiken	P	2	0
Yana Bannikova	P	1	1
Elizabeth Cupido	P	3	0
Christina Disbrow	P	3	0
Mary Kinirons	P	3	0
Christi Rice	P	3	0
Shackera Scott	P	2	0
Terra Sickler	A	2	1
Dana Somerstein	A	1	2

**Staff Present**

Rachel Williams, Housing and Community Development Manager  
Eveline Dsouza, Senior Administrative Assistant, Housing and Community Development  
Simone Flores, CDBG Grants Administrator  
Jamie Opperee, Recording Secretary, ProtoType, Inc.

**Communication to the City Commission**

None.

**I. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

- **Quorum Requirement – As of January 4, 2021, there are 11 appointed members to the Board, which means 7 constitutes a quorum**

Chair Kirk called the meeting to order at 4:01 p.m. and roll was called.

**II. WELCOME / BOARD AND STAFF INTRODUCTIONS**

New Board members Yana Bannikova and Shackera Scott introduced themselves at this time.

**III. APPROVAL OF MINUTES – DECEMBER 14, 2020**

**Motion** made by Ms. Kinirons, seconded by Ms. Rice, to approve the minutes for December. In a voice vote, the **motion** passed unanimously.

The following Item was taken out of order on the Agenda.

#### **V. GRANT APPLICATION & REVIEW TIMELINE**

Ms. Dsouza briefly reviewed the timeline for the Housing Opportunities for Persons with HIV/AIDS (HOPWA) grant application process, noting that the request for proposal (RFP) will be issued on approximately February 15, 2021. The bid process will end on or around March 12, 2021, and will be followed by submission of the proposals to the Community Services Board (CSB) on March 15. Applicants will be invited to make presentations before the Board at the April 12-13 meeting, which will be scheduled over two consecutive days. The Board will discuss the grants at its May 10 meeting, and in June the selected applicant(s) will be sent to the City Commission for review and approval.

Only eligible applications will be sent to the Board. All bids are submitted and administered through the BidSync portal. Questions regarding applications may only be asked through this portal. Before the bid closes, Staff hopes to schedule a conference meeting for applicants who need more information. Staff requests that bids be submitted via thumb drives that will be shared with the Board members, as well as a single hard copy for the City.

Ms. Rice asked if the April 13 meeting could be recorded so any members who cannot attend may review it at a later date. It was clarified that all meetings are recorded under the Sunshine Law and will be made accessible.

Chair Kirk emphasized the importance of the HOPWA RFP and application review process. Ms. Dsouza noted that HOPWA contracts will take effect in October 2021 and must be executed no later than August, which means the Board would need to send their results to the City Commission no later than July. It is recommended that at least one Board member attend the City Commission meeting at which the Board's HOPWA recommendations are discussed.

Ms. Cupido requested that the Board members be provided with an overview of the process clarifying the total amount of available funding, as well as information from previous funding cycles to provide context, particularly for newer Board members. Ms. Dsouza stated that she would provide information from previous years on a spreadsheet. The amount available in fiscal year (FY) 2021-22 is expected to be the same amount that is available in the current year, which is approximately \$6,730,000.

#### **IV. BOARD TO DISCUSS / SUGGEST HOPWA RFP FOR FY21-22**

Ms. Kinirons requested clarification that the breakdown between clients served by HOPWA and by a master lease program is being met or should be revised. Ms. Williams recalled that in previous funding cycles, Mount Olive Development Corporation (MODCO) administered a number of buildings under their master lease project; however, these facilities encountered issues related to housing quality standards. She advised that references to a master lease program can still remain in the RFP, as this type of program provides a way to provide additional housing units without having to construct or purchase them. She concluded that the wording of this section of the RFP will be revisited for clarity.

Ms. Williams asked for the Board's suggestion regarding a cap for funding of the master lease program, keeping in mind that HOPWA funds are limited. She recalled that MODCO had originally provided an apartment building with eight to 12 individual units, which was funded with approximately \$172,000/year. Chair Kirk proposed that the Board may have a clearer idea of how this program could be administered once the planning meeting with prospective applicants is held. Ms. Scott advised that she could review some of Broward County's service contracts and provide information to the Board based on the contract language.

Ms. Kinirons noted that the Provide system manual was included as a large part of the previous RFP, and asked if this will be repeated in the current RFP cycle. Ms. Dsouza explained that all billing will be done through the Provide system. Ms. Williams advised that the Provide manual was included to provide new applicants with a means to become familiar with this system, which is designed specifically to administer the City's HOPWA program.

Ms. Kinirons continued that some previous cycles' RFPs did not include a table of contents, which made it more difficult to navigate. It was further clarified that the funding amounts specified for different HOPWA programs, such as tenant- or project-based programs, are typically determined once the Board begins discussion of the applications.

Chair Kirk commented that the current HOPWA timeline is relatively short, which means suggestions made at this time may be applied to future RFP cycles. Ms. Williams added that the City is beta-testing a system for Community Development Block Grant (CDBG) applications, which may be used for future HOPWA cycles. This is a fully online system that will be accessible to the Board members for review and scoring of applications.

Ms. Kinirons recalled that the Board had previously discussed the need to standardize the updates provided by recipient agencies, and suggested that this could be specified in the agencies' contracts. At present, each agency uses its own format and narrative style, which makes the information difficult to compare across agencies. Chair Kirk agreed that the Board should develop a standard and timeline for funded agencies to follow with their updates, including sharing of this informal information with Staff in advance of meetings. Ms. Williams noted that agencies can be provided with a

standardized template for this information, which they could be encouraged to use as a fillable document when providing updates to the Board.

Ms. Flores advised that there are no further updates at this time for existing CDBG contracts. All agencies are within their expenditure timelines, including extensions. She pointed out that if CDBG recipients have been funded for three consecutive years, they are discouraged from applying for a fourth round of funding unless they are applying for a new activity or program. This is intended to create a more level playing field for newer applicants.

#### **VI. GOOD OF THE ORDER**

Ms. Kinirons requested that orientation be offered to both new and continuing Board members. Chair Kirk added that the City Clerk's Office provides an annual orientation session for members of all civic advisory entities, although this session focuses on clarifying the Sunshine Law and is not specific to the CSB. She strongly encouraged members who have not already attended this session to do so in 2020.

It was noted that the planning meeting would be recorded for any members who were unable to attend, as well as the public.

#### **VII. PUBLIC COMMENTS**

Francisco Gomez, representing Care Resource, reported that this agency has vaccinated 900 clients against the COVID-19 virus thus far.

#### **VIII. ITEMS FOR THE NEXT AGENDA**

Ms. Williams characterized the next agenda as routine, with no specific items highlighted.

#### **IX. COMMUNICATIONS TO CITY COMMISSION**

Chair Kirk recalled that at the December 2020 meeting, the Board had reached out to the City Commission regarding a new process for grant funding, which involves the City's Budget Advisory Board. The CSB proposed a joint meeting with this advisory body to further clarify how both can work together and share resources and knowledge. Ms. Williams replied that this communication was sent to the Commission, and a member of the City's Budget Office has reached out to her for additional information. Chair Kirk concluded that she would review upcoming Commission agendas so she could be present at any meeting at which the communication is discussed.

#### **X. ADJOURNMENT**

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There being no further business to come before the Board at this time, the meeting was adjourned at 5:00 p.m.

Any written public comments made 48 hours prior to the meeting regarding items discussed during the proceedings have been attached hereto.

[Minutes prepared by K. McGuire, ProtoType, Inc.]